

FOOTHILL COLLEGE: Your Photo Lab Environment

When working in a group lab environment, courtesy, consistency and following the established policies will make your experience (and everyone else's!) more enjoyable and your results more predictable and acceptable. However, if you have a disability of any kind, speak to the lab manager or your instructor and we will speak with you *in confidence* about ways we can accommodate your needs.

General: Proof of registration in a current photography class and your instructor's permission are required before a student can access the lab, as established with a current student ID (Owl Card) and a completed lab time card **signed by your instructor and showing the lab quiz has been passed**. This applies to the finishing area as well as the wet labs. At the start of all photo classes and labs, either turn off cell phones for the duration of the session. **No guests are allowed into the lab beyond the lobby area** - no friends, relatives, loved ones, etc. **No food or drink is allowed in the labs or finishing room at any time!**

You must be **out of the building** at the closing time listed for your class or lab. Plan your cleanup, washing and drying accordingly; don't wait for white lights to come on in the darkroom to stop printing, especially if you are working with fiber base paper.

If you observe what you believe to be behavior contrary to stated policy or that interferes with the ability of you or other students to work, please notify the Lab Manager, the lab tech or your instructor. Don't try to deal with the problem personally!

Chemistry: Photo chemicals are not injurious to your health when handled carefully, but may be harmful to your negatives and prints if you are careless with them. Chemicals can stain your clothes. Chemicals are poisonous; don't ingest them. Keep all chemicals in the sinks to avoid contamination or spills, and follow directions for proper usage and handling of all materials. Know how to mix your chemicals. If you don't know, check mixing instructions or ask your instructor or the lab tech. Do all mixing inside the sink, not on the ledge. **Fixer for both film and paper cannot be disposed of by pouring them down the sink or any other outlet!** Used fixer contains silver, a heavy metal that is considered hazardous material. The lab techs will handle fixer changing and disposal. The same is true of selenium toners.

Over time, a few individuals may develop an allergy to some chemicals. Non-sterile surgeon's gloves should be used if your skin is sensitive. Tongs should be used when printing. When developing film, keep your tank in the sink - not the top rail - and rinse off your hands if chemicals get on them. Avoid splashing chemicals and immediately wipe up any spill or splash. If a spill is not wiped off the floor, some chemicals become extremely slippery. Additionally, the chemical dries to a powder and becomes airborne, contaminating all areas of the darkroom, not to mention your respiratory system. If you get any chemical compound splashed in your eyes, **immediately flood them with running water at the eye wash stations located in each processing area** and have someone alert your instructor or the lab manager. Be sure to report any accident or spills to your instructor or the lab manager. Clean all trays, measuring and mixing containers and stirrers *before and after* use... someone else might not have cleaned them thoroughly. Return all items to their proper place, and leave all liquid containers upside down to promote drying and avoid potential contamination. Keep the photo lab a clean, healthy, and pleasant environment for everyone.

If you put a chemical back in the wrong bottle, bring the bottle to your instructor or the lab tech for proper disposal immediately. Do not put the wrong cap on a bottle; this will cause chemical contamination. Put caps back on bottles immediately; many photo chemicals exhaust more quickly when exposed to the air. Keep the tongs in the proper tray as labeled and color-coded: developer-white tray, blue tongs; stop bath-red tray, red tongs; fixer- gray tray, yellow tongs. Carefully rinse tongs if they come into contact with chemistry other than the one indicated. Switching tongs around ruins more prints than any other cause. When transferring prints from one chemical to the next, make sure to allow at least 10 seconds of dripping time over the first tray before moving the print. This decreases downstream contamination and prolongs the working life of each bath. If your hands come in contact with chemicals, rinse and dry them before returning to your enlarger or handling your paper.

Film Processing Room: Processing of film may not begin less than 1.25 hours before the end of a lab session. Do not leave developing tanks, beakers, etc. in sink after processing film; rinse and return them to the drying rack next to the film dryer. Thoroughly rinse and dry tanks before returning. When hanging negatives in the dryer, be careful not to bring your wet film in contact with or splash water on other films or to knock them off their hooks.

Darkroom/Enlarger stations: You must work on the enlarger you signed up for, with no spill-over onto nearby stations. (No paper boxes, equipment, etc on other stations.) If someone else is using the station you signed in on, report the discrepancy to the lab tech, who then will ask the student at your station to set up on the enlarger he/she has been assigned to. No switching of stations is allowed during a session. Use of tape on any part of adjustable easels may result in loss of your privilege to borrow that equipment.

Be careful not to spill white light: You may ruin your neighbor's paper or print as well as your own. Be sure that the lamp is turned off before you lift the lamp housing. Don't use raw white light to see by; the lamp should be turned on only when both lens and negative carrier are in place. Don't drop materials on your enlarger station, or bump the side panels — the resulting vibration can cause your neighbor's enlarger to produce a blurred image. **Do not place anything wet on or around enlarger stations.**

Bring two towels from home to use instead of paper towels, which create the dust that can cause spots on your negatives and prints. (We do not allow paper towels in the lab.) When taking prints or test strips out of the darkroom, always use carry-out viewing trays to avoid dripping on the floors; rinse and return trays to the darkroom promptly after examining your print/test strip.

Use the set of trays closest to your enlarger station — don't tray hop! Your image may be affected if you change developer trays—be consistent. Keep your prints in the water-holding tray until you are ready to do the wash. **(The holding tray is not a wash!)** Do a group wash along with your own prints. Everyone should take a turn at this chore. The only running water in either the film room or the darkroom should be in the group wash and the holding trays in the print developing sink. The lab techs are instructed to turn off all other running water. Cooperation saves time and water, and helps everyone work more efficiently.

Don't leave your prints in the fixer beyond the recommended time, as print quality chemical potency will deteriorate with excessive fixing. *Do* agitate the prints in the fixer throughout the full fixing time. ***Prints left without agitation or unattended in the fixer for more than one minute may be thrown out.*** At the end of any lab session, students are responsible for leaving the darkroom and sinks as it was at the beginning of the session. Rinse and/or cover trays as necessary and remove ALL materials from the enlarger stations.

Class Labs: Students in a scheduled class lab session must stay for the entire time scheduled. Early departures require your instructor's specific permission. Owl cards will not be returned without it.

Open Lab: Open Lab hours for the current quarter are listed on the department web site www.foothill.edu/fa/photo, and are posted in many locations around the lab area and classroom. During busy lab sessions, a time limit may apply to enlarger use. When in Open Lab be exceptionally careful when adding RC paper to all trays, as corners and edges can easily gouge emulsion on fiber base papers. Be certain to keep holding trays separate. In the basic darkroom, ***NO TRAYS ARE SET ASIDE FOR FIBER PRINTS ONLY*** except the fiber holding bath on the wall side of the sink. Fiber printers may ask that RC prints not be added to the developer trays – ***and ONLY the developer trays*** – until their prints are out. In all other trays, fiber prints should be processed emulsion down to protect the surface. Different instructors teach different methods of arriving at the desired result. Don't correct students who "aren't doing it your way" or even your instructor's way.

Loaned Equipment: Please return all borrowed equipment by the date and time indicated on the checkout form. Others may need to use it. Lab access is not allowed if borrowed equipment is not returned on time. Items not returned within 7 days of the due date – less, towards the end of the quarter - will result in a hold placed on academic records.



In Open Lab, the rinse tray at the end of sink next to the wall is for fiber prints only; RC prints go into the tray on the interior end. REMEMBER that the darkroom is divided into **WET** and **DRY** work areas. **Keep the dry side dry.**

DEVELOPER	STOP BATH	FIXER	WATER – RINSE
72 oz. water to 8 oz. developer, usually mixed by lab staff. RC Paper: 1.5-2 mins Fiber: 2-2.5 mins (Check with instructor and be consistent.)	2 oz. stop 64 oz. water 30 sec.	Mixed and checked by lab staff. <u>DO NOT DUMP!</u> RC Paper: 2-3 mins Fiber: 4-6mins	Stack prints until a group wash is to be done.

TONING, WASHING AND STORAGE OF PRINTS

1) The *only* way prints will leave the lab is properly washed or in the garbage. This goes for test strips too. Anything not to be washed should go directly from the holding bath into the trash cans in the darkroom, never to rest on any surfaces in the film area. RC prints should be washed for five minutes prior to drying; no prints may be added during a wash in progress.

2) RC prints/test strips are NEVER to be placed on the screens. Never squeegee or dry unwashed RC prints – if they aren't worth washing, they go ***directly into the trash!*** Only full 8x10 and larger RC prints may be run through dryer; anything smaller (yes, 5x7 prints!) should be properly washed, squeegeed thoroughly and air dried. Prints should be loaded in the dryer in the landscape orientation so that no two prints will touch each other or the edges of the rollers at any point in the journey through the unit. **Any RC materials the student wants to keep should be taken from the lab at end of the lab session in which they were processed.** RC prints/test strips left behind will be assumed to be discards and may be disposed of at the end of the current lab session.

3) Fiber prints are to be pre-rinsed, Permawashed ***with constant agitation*** and archivally washed as specified by your instructor before being squeegeed and placed on the drying screens. True toners that work on the metals in the emulsion are fine on the screens. Screen space is very limited. We strongly suggest using a blotter book or other means of transporting them, and drying fiber prints at home.

4) Toning and bleaching processes will be completed in the sink in the advanced darkroom only, unless specific permission is received from your instructor or the lab tech on duty.

Each morning, dry fiber prints on the screens will be moved to the top of the drying screen rack. **Fiber prints will be kept until Friday mornings when those remaining from before the Wednesday batch may be discarded.** (The day of the week may change from quarter to quarter to facilitate screen and washer cleaning.) **If you can't retrieve your work sometime the day following printing, consider purchasing a blotter book or finding a "buddy" to gather them for you. IT'S IN YOUR BEST INTEREST TO TAKE HOME YOUR PRINTS AS QUICKLY AS POSSIBLE!**

EQUIPMENT LOAN POLICIES

Equipment currently available for loan includes 35mm cameras, some accessories, a limited number of 4x5 and medium format cameras, tripods, flashes, meters and hot lights as available. (At least two cameras/flashes/meters of each type must be available at all times for completion of assignments on-campus. If only two remain, they will not be loaned out for overnight off-campus use.) Sekonic studio meters, strobe lighting kits, Hasselblad medium format cameras and developing tanks and changing bags do not go off campus.

Each student borrowing equipment must be currently registered for a photography class. **The faculty member listed as the instructor for that class must sign for a student to borrow any equipment...no exceptions!** This indicates the student has been instructed or demonstrated proficiency in use of the equipment to be loaned by that instructor. Except in special circumstances, the signature must be from *your* instructor.

Equipment will be loaned for no more than a three class-day period (from one class session to the next) with only one extension period if demand allows. This means no camera will be allowed out to the same student for more than one week. After the loan period, a student must wait one week before borrowing that type of equipment again.

Students with overdue equipment must return it before being allowed to work in the lab.

Students who do not respond to requests to return late equipment will have a hold put on their records when the equipment becomes one week late, less under certain circumstances. Students will be invoiced for replacement cost of equipment that is not returned by the end of the quarter. **Students who damage or lose equipment must pay repair and/or replacement costs for this equipment.** Holds will be placed on records until payment in full is received.

STUDENT-SUPPLIED MATERIALS

The following items are not provided by the college and are necessary to complete your class. Those that are essential are listed in bold italics. You must have these materials any time you work in the lab. Your instructor can answer your questions and may have a more specific list with additional items as well. If you forget can opener, towels and/or scissors, you may borrow from a fellow student. NO LOANS - NO EXCEPTIONS.

Camera (If yours is not working, few are available for loans of 5 days or less.)

Film

Photo paper

Scissors

Bottle opener

Negative sleeves

Two towels, pre-washed to remove lint and dust; one for drying equipment and one for your hands.

Loupe (magnifier for negative and contact viewing)

Any pens, pencils and Sharpies you may need

Any other supplies as specified by your instructor, which might include rubber gloves, mat board and mounting tissue, cotton gloves. Linen tape, corners and spotting materials are provided for use on-campus only. Any materials to be used off-campus must be purchased.

FINISHING ROOM/LOCKER POLICIES

Surfaces in the finishing room (6104) are used for viewing and handling prints, and measuring and cutting expensive mat board. ***NO FOOD, DRINK OR WET PRINTS AT ANY TIME!***

Avoid bringing valuables into the finishing room and lab. Faculty, staff and lab techs are not responsible for items left unattended anywhere in the lab, and nothing can be stored in the tech booth.

Please do not place anything on top of the mat cutters, Rotatrimms, light boxes or any other equipment in the finishing room or studio. These items are sensitive to weight and/or abrasion, and damage easily. Keep backpacks, books clothing, etc on the floor in finishing room, or better yet, store them elsewhere during class or lab.

The lockers in the finishing room are provided for your convenience. The school is not responsible for any loss or theft that occurs on the premises, including from the lockers. Lockers are for the storage of photo supplies only; access is limited to class or open lab hours. Lockers will be made available on a first-come/first-served basis to advanced students (Photo 2 and above) only the first week of classes, and Photo 1 and workshop students the second week of classes, which is the first week the lab is open.

No liquid photo chemistry of any kind is allowed in the lockers!!! You must have an acceptable lock in your possession to sign up for a locker; see your instructor or the lab manager for assistance. Lockers occupied without sign up may be emptied (with locks cut off if necessary) and contents disposed of at the discretion of faculty and staff. **LOCKS WILL BE CUT THE LAST DAY OF OPEN LAB (NOT FINALS!) AND MATERIAL INSIDE WILL BE DISPOSED OF AT THE DISCRETION OF DEPARTMENT STAFF!**

Rev 07/13